

2019 Church Conference Forms Check List

8/8/2019

Clergy	Form Name	Who Completes	Who Signs	Due in District Office	Submitted
	Pastoral Self-Evaluation	Pastor	P, SPRC, DS	*See Below	
	Deacon Self-Evaluation	Deacon	D, SPRC, DS	*See Below	
	Housing Allowance	Pastor	P, Sec, DS	2 Weeks Prior to CC	
	Furnishings Allowance	Pastor	P	2 Weeks Prior to CC	
	WesPath/UMPIP	Pastor	P	Mail to address on form	
	Business of the Church Conference	Pastor	NR	2 Weeks Prior to CC	
	Members At Colleges/Universities	Pastor	NR	CConf	
	Year End Report	Pastor	P	Dec. 31, 2019	
SPRC	Form Name	Who Completes	Who Signs	Due in District Office	Submitted
	SPRC Evaluation of Clergy	SPRC	P, SPRC, DS	2 Weeks Prior to SPRC	
	SPRC Evaluation of Deacon	SPRC	D, SPRC, DS	2 Weeks Prior to SPRC	
	First Year Review	SPRC	P, SPRC, DS	2 Weeks Prior to SPRC	
	Joint Dialogue	SPRC	P, SPRC, DS	2 Weeks Proir to SPRC	
	Clergy Compensation	SPRC	P, SPRC, TR, DS	2 Weeks Prior to SPRC	
	Accountable Reimbursement	SPRC	P, SPRC, TR, SEC	CConf	
	DSA Compensation	SPRC	P, SPRC, TR, DS	2 Weeks Prior to SPRC	
Church Council	Form Name	Who Completes	Who Signs	Due in District Office	Submitted
	Profile of the Church	CC	P, CC, Gov. Chair	2 Weeks Prior to CConf	
	Business of the Church Conference	P	NR	2 Weeks Prior to CConf	
	2020 Leadership Roster	CC	NR	CConf	
	Agenda	Standard Format as stated on this form will be used.			
Finance Chair	Form Name	Who Completes	Who Signs	Due in District Office	Submitted
	GCFA Report of Finance Committee	FC	FC	CConf	
	Fund Balance Report	FC, Preparer	FC, Preparer	Jan. 1 - Feb 1, 2020	
Trustees	Form Name	Who Completes	Who Signs	Due in District Office	Submitted
	GCFA Report of the Trustees	TC	TC	CConf	
	GCFA Accessibility Audit	TC	P, TC, DS	CConf	
	GCFA Insurance Worksheet	TC	Preparer	CConf	
	Parsonage Inspection Report	P, TC	P, TC	CConf	
(every 5 years)	Parsonage Information Report	TC	P, TC, SPRC	CConf	
Membership	Form Name	Who Completes	Who Signs	Due in District Office	Submitted
	Membership Report	Membership Sec'y	P, Membership Sec'y	CConf	

Nom./Leadership	Form Name	Who Completes	Who Signs	Due in District Office	Completed
	Representative NA Ministries	P	NR	CConf	
Miscellaneous	Form Name	Who Completes	Who Signs	Due in District Office	Submitted
Engage MI 2020	Application due per directions on form by January 7, 2020				
Lay Servant Forms	Form Name	Who Completes	Who Signs	Due in District Office	Submitted
	Cerertified Lay Servant	Lay Servant	Applicant, P, CC	CConf	
	Certified Lay Speaker	Lay Speaker	Applicant, P, CC	CConf	
	Certified Lay Minister	Lay Minister	Applicant, P, CC	CConf	

Key

Due two weeks before SPRC Meeting

Due two weeks before Church Conference

Due at Church Conference

Due two weeks prior to SPRC meeting or One to One, whichever date comes first

- CC - Church Council Chair/Governance Bd Chair
- CConf - Church Conference
- D - Deacon
- DS - District Superintendent
- FC - Finance Chair
- NR - Not Required
- OtO - One to One
- P - Pastor
- Sec - Secretary of Church Conference
- SPRC - SPRC Chair
- TC - Trustees Chair
- TR - Church Treasurer